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ABSTRACT

During 1995, the European Centre for the Development of Vocational Training (CEDEFOP) was moved from Berlin, Germany, to Thessaloniki, Greece. Despite the burdens of the move, progress was made in the following activities: publishing updated CEDEFOP monographs in a variety of official languages; creating a new network for research cooperation on trends in occupations and qualifications; and implementing CEDEFOP's Study Visits' Programme. Three new member states (Austria, Finland, and Sweden) and two cooperating countries (Iceland and Norway) were integrated into CEDEFOP's work program. Two conferences were held in Thessaloniki to identify CEDEFOP's future priority tasks. Although work in the context of CEDEFOP's efforts to support the social dialogue got off to a poor start, several studies were completed and initial proposals to the European confederations were made. CEDEFOP's 1995 budget appropriations amounted to 16.5 million ECU (European Currency Units), a 48.65% increase over 1994, and its total expenditures for 1995 amounted to 14.775 ECU, a 40.26% increase over 1994. Of those funds, 10.74% were spent on administration and 39.24% were spent on projects, research work, and studies. (Appended are an extract from the council regulation establishing CEDEFOP and lists of members of CEDEFOP's management board and staff and CEDEFOP publications that appeared in 1995.) (MN)

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CEDEFOP

ED 396 172

Annual report 1995

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Vocational training in the European Community 1995

CEDEFOP

Annual report 1995

Annual Report 1995
approved by the Management Board at its meeting
on 22 March 1996

Chairman of the Management Board:
Tom O'Dwyer

Director of CEDEFOP:
Johan van Rens

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Preface

1995 was a decisive year in the history of CEDEFOP. The transfer of the Centre from Berlin to Thessaloniki, the new seat of the Centre in Northern Greece, was prepared and carried out. After the Management Board had decided in May 1995 on the move on the basis of the Council Decision of 1994 and the Greek government had made available the site of the new building and the provisional building had been prepared, the transfer was carried out at the beginning of September. The full operation of the Centre at the new location was ensured to the largest possible extent by the end of the year with the support of all involved although a number of difficulties relating to the transfer existed and continue to exist. The social plan was implemented by and large, giving some staff the chance of employment in Berlin or elsewhere where EU institutions are located. All staff members employed in Berlin were granted the status of officials of the European Communities following participation in internal competitions. This secured their employment and offered mobility or employment in other EU institutions, for example, in Brussels and Luxembourg.

There were a number of new recruitments at the end of 1995 in order to strengthen the administration at the new location in Thessaloniki.

In spite of the problems relating to the move and the burden this caused, the 1995 Work Programme was largely completed as can be seen from the reports on the individual projects. Progress was made in publishing the updated monographs in a variety of official languages, in creating a new network for research cooperation on trends in occupations and qualifications and in CEDEFOP's involvement in implementing the Leonardo da Vinci Programme in the area of qualifications. The Study Visits' Programme also continued to progress. There were, however, some shortcomings and these projects had to be extended to 1996.

The new Member States, Finland, Austria and Sweden and the EEA countries, Iceland and Norway were integrated in the Work Programme and the former are fully fledged members of the Management Board.

Two important conferences on the future of CEDEFOP and its future tasks were held towards the end of the year in Thessaloniki. These provided important impetus for the revitalisation of CEDEFOP and the formulation of medium-term guidelines for the coming years. The 1996 annual report will look in detail at the results of CEDEFOP's efforts and its target groups in policy-making, implementation and research when reflection has been concluded and the Management Board has adopted the guidelines.

1995 was a year of upheaval and 1996 should be the year of transition.

Johan van Rens
Director

Tom O'Dwyer
Chairman of the Management Board

Introduction

The 1995 Work Programme, on which this Annual Report is based, falls within the domain of the 1993-1997 Action Guidelines for the Centre's activities. Its emphasis therefore reflects the two priority areas of activity defined therein, "qualifications" and "vocational training systems", and the expectations concerning the outcome of these activities at EU level.

These Action Guidelines were formulated in the light of completion of the Single Market and in the spirit of the Maastricht Treaties. The latter provide a contractual framework for a European social and economic area in which particular importance is attached to the principle of subsidiarity. EU enlargement to include the EFTA States is also reflected in the Action Guidelines. The new Member Sates were integrated in the work, and cooperation with EFTA/EER was satisfactory in 1995.

The period covered by the Action Guidelines is clearly one of fundamental change in socio-economic structures. All the Member States are confronting changes affecting education and production systems and the organization and nature of work. This state of flux is making it difficult to ascertain which qualifications, competences and training opportunities are needed and challenges traditional views and classification systems and the relationships between the various partners.

CEDEFOP is required to promote developments in the field of vocational training. The Centre perceives its role as providing an interface between research and policy-makers, as a service centre catering particularly for policy-makers and the social partners. It provides support for the European Commission by using its scientific and technical expertise to implement EU vocational training policy. The action programme for the Centre's activities is contained in the White Paper "Growth, Competition, Employment - The Challenges and Ways Forward into the 21st Century", the Action Programme "European Social Policy" and, in particular, in the Leonardo da Vinci programme, the Community's reference framework for vocational training. The White Paper "Teaching and Learning: towards a knowledge-based society" was adopted by the Commission and will obviously influence future activities.

The Centre's work in analysis and evaluation focuses more on European than national issues. The underlying premise here is the "European dimension", a concept which extends beyond pure analysis to cover the exchange of information and experience across national borders.

But mere description of national education and vocational training system structures would not suffice. Trends and the methods used by other Member States to solve similar problems since increasingly internationalized economies and the emergence of a "European" labour market raise the need for "navigational charts" to map the vocational training situation. Such information facilitates decision making, informing where and how influence can be exerted on phenomena for which the Commission is planning initiatives, action plans and programmes at EU level.

The 1995 Work Programme was a stepping stone to a multi-annual programme for an improved approach in 1996 and to preparing medium-term priorities up to the year 2000.

The 1995 Work Programme took a new approach, focussing on the changing European context. It contained indications for the medium-term priorities and for each project, aims, activities, resources, staff responsible and follow-up were defined in brief. The execution of the Work Programme was characterised by three major factors:

a) The move to Thessaloniki on the 01.09.1995 and the problems posed by the transfer of the organization.
b) The efforts to draw conclusions from the discussions on the impact of CEDEFOP and on what its activities should focus.
c) The organizational consequences of the framework agreement on the social measures related to the transfer (approved by the Management Board on 27.01.1995 in view of the decision to move on 01.09.1995).

The main axes of the previous Work Programme remained: the qualifications issue and the functioning and development of vocational training systems. Compared with 1994, more funding was available in 1995 for the Centre's operational budget. The difficulty was, however, that 2.225.000 ECU only became available very late in the year. The report requested by the European Parliament on the impact of the Centre was disseminated and formed the basis for intensive discussion in the Bureau and the Management Board, culminating in a note on the revitalisation of CEDEFOP (December 1995). CEDEFOP has reached a crossroads, both with regard to its position within the European context and its future main areas of activity. In the Spring of 1996 the European Commission stated that it would make a communication to the Council on the role of CEDEFOP.

Pursuant to the "Framework Agreement on Modalities for CEDEFOP-EFTA Cooperation within the EEA Agreement as of 1.1.1994", EFTA States Iceland and Norway participated in the Centre's 1995 project activities.

The Directorate of the Centre was composed of the following members: Director: Johan van Rens; Deputy Directors: Enrique Retuerto de la Torre and Stavros Stavrou.

General developments

The 1995 Work Programme contains four strategic priorities. Two of these were attained to a large extent: initial steps to making CEDEFOP more efficient and effective. The Quarternaire Report was completed, forming the basis for an intensive debate in the Bureau and the Management Board, which responded to the European Parliament on the basis of the Quaternaire Report. At its meetings in March and December, the Management Board gave important guidance for revitalizing the Centre and locating its activities.

Secondly, the new Member States were integrated smoothly. Special measures were adopted to help integrate the new Member States (Austria, Finland and Sweden) and the cooperating EFTA/EEA countries (Iceland, Norway) in CEDEFOP's activities. These measures were outlined in an activity plan (presented to the Management Board in March 1995). A memorandum encompassing all aspects of integration was prepared, covering all essential aspects.

The Memorandum (and practical measures to be adopted) were discussed in two meetings between the responsible CEDEFOP experts and the Management Board members from the new Member States and the observers from the EFTA/EEA countries.

The meetings drew a positive balance of progress already made in the Study Visits' Programme. Moreover, the meetings were a means of acquiring the national counterparts for the Documentary Information Network and for the European Research Directory.

Through the integration meetings the new Member States became involved in producing the "Brief Guide on Training of Trainers". The integration meetings were useful for locating participants in the CIRETOQ network.

During these integration meetings a model was developed for the participation of the cooperating EFTA/EEA countries (Norway, Iceland and, as of 1.5.1995, Liechtenstein). Through this new model the participating EFTA/EEA countries may state an interest in all CEDEFOP projects. Consequently, they are then expected to contribute to the overall operational budget of CEDEFOP.

There were two additional priorities. The formulation of a draft report for the European Commission on the development of vocational training was not completed. An initial concept was discussed with representatives of DG XXII. It became evident that there was a need to develop the best concept and optimal cohesion with other activities of the Centre.

Work in the context of supporting the Social Dialogue got off to a poor start, although several studies were completed and initial proposals made to the European confederations. In the Social Dialogue the partners decided on a new mandate for their working group. Social partners intend to define more precisely their needs for technical support from the Centre.

Qualifications

Trends in occupations and qualifications

On the basis of the 1995 CEDEFOP Work Programme, an ad hoc preparatory conference was held, uniting research institutes and national and international organisations which were interested. As a result of this conference, the "CIRETOQ": "Circle for Research Cooperation on trends in occupations and qualifications" was set up in May 1995.

The May meeting produced a brochure on the aims and activities of the network and was published in English, French and German. A working group was also set up attempting to establish methods and approaches in forecasting trends in occupations and qualifications. The group encompasses 7 research institutes, each of which is adopting its own approach. Three of them have been contracted by CEDEFOP to formulate specific studies and these have been completed.

At a second meeting held in CEREQ (The Centre for studies and research on qualifications), Marseille, the preliminary findings of the work group were presented and discussed. They will shortly be published in English. A broad consensus was reached on how to continue work in the groups: teams have been set up to examine issues relating to bi-lateral and multi-lateral cooperation on the basis of CEDEFOP proposals. Research staff from almost all Member States and from Norway have made a contribution.

CEDEFOP has prepared a prototype of a special information bulletin on CIRETOQ, which will be published as part of CEDEFOP Info and to provide information on the project to cement the cohesion of the network and provide information for interested political decision-makers in the Member States and the EU institutions.

A preliminary assessment of these activities shows that the network has synergy effects and that research staff are extremely committed. In the course of the coming year, it should be possible to strengthen the network as far as its approach and topics are concerned. By the end of 1996, initial findings should be available and will be made known at a major event organized by CEDEFOP. Links have still to be forged to relevant Leonardo projects, studies and analyses in the same area and to studies completed in 1995 for DG V on forecasting instruments and methods, the results of which have still to be analysed.

In general, the studies carried out in 1995 show an apparent overall increase in qualification levels in all Member States and in the EU, although it is not always clear if the education and vocational training systems generate the "correct" qualifications and which areas of activities and occupational profiles are particularly promising. Here we expect clear indications in 1996.

Education and vocational training systems, including continuing training, should intensify efforts to permit all young people and adults to have access to initial and continuing training and should counteract current trends to ex-

clude less skilled workers. Apparently, male industrial workers with only manual skills are threatened in the medium-term if they do not acquire additional qualifications and competences of a general nature such as foreign languages and basic computer knowledge. Current continuing training and further training systems in companies and external bodies are not in a position to satisfy the enormous need for continuing training. Parallel to this, government measures to ensure equality of opportunities in accessing continuing training in relation to specific individual needs of individuals excluded or threatened with exclusion seem to be completely insufficient. Here again, research should produce clear indications in 1996.

Transparency of qualifications, databases on qualifications and networks

This project was continued in 1995 and the feasibility study contracted to 3 databaseusers (BW-Verlag Nürnberg, Centre Inffo Paris and NCVQ London) was concluded. e. It is available in three languages and was the basis for a pilot study application as part of Leonardo. This has in the meantime been approved. Four other database users in four other Member States have voiced their interest in participating in the network; additional studies have been requested to pave the way for their integration and to adapt these databases.

CEDEFOP also participated in discussions and exchanges of views at the Commission and in the Member States on:

a) setting up liaison bureaus to provide information on the transparency of qualifications in the Member States (Dutch initiative);
b) the results of tests carried out in the Member States on an individual portfolio model for qualifications and the consequences of these.

In both these areas projects within the Leonardo Programme are being initiated and CEDEFOP participated directly or indirectly in this and will continue to do so in future to ensure that the experience and knowledge accumulated by CEDEFOP is used. Discussion is taking place at present to ascertain if and to what extent CEDEFOP can provide greater support for these three activities.

For both projects (Ciretoq and transparency), it is fair to say that 1995 was a year of transition, not only on account of the transfer from Berlin to Thessaloniki. Human and financial resources were extremely modest, although this area was a priority one. It can only be hoped that more resources will be available in 1996 to support this work, to render more effective the formulation and dissemination of further studies and to accelerate implementation of the findings.

Other related activities in this area were CEDEFOP's participation in meetings of the Leonardo Committee, with colleagues from the Commission (DG XXII), in working jointly on an initial selection of requests for studies and analysis in the Leonardo Programme in topics d. and e.

Key qualifications
(transversal competences/generic skills - systemic variations and curricular consequences)

The project was initiated and planned already during 1994 and was based on the topics raised in the 1993 CEDEFOP Forum. The project was designed to start with small workshops and then to proceed with cross-cultural and comparative workshops. Due to the fact that the responsible expert was given other major obligations in the implementation of the 1995 Work Programme this project could be implemented only partially.

During the spring of 1995, three workshops were organised to clarify current debate on 'key qualifications' and on related concepts. Each of the workshops discussed a 'strand' of debates related to a specific interpretation of 'key qualifications' vis-à-vis certain VET cultures and certain patterns of curriculum development. Thus, the three workshops covered:

a) the German debates on 'key qualifications' (Schlüsselqualifikationen) with reference to a holistic pattern of curriculum development within highly regulated VET frameworks;
b) the Anglo-Saxon debates on 'core skills' with reference to modular or unit-based curriculum development and within less regulated and/or assessment-led VET frameworks;
c) a group of countries characterized as a 'middle strand'. In these countries the debate on 'core competences' or 'transversal competences' refers more directly to the skilling needs in work organisations whereas a plurality of VET and CVT provisions is perceived as a more peripheral sphere.

The workshops were followed by a counselling phase related to preparing proposals for the Leonardo programme and the 4th Framework Programme of Research (Targeted Socio-Economic Research). Several partnerships which were preparing proposals related to them were assisted in developing a more reflected comparative approach and enabling broader European participation.

Teachers and trainers in vocational training

The project started already in 1994 following consultation with the Commission representatives responsible for the PETRA strand relating to the topic 'Training of Trainers'. During the first half of 1995, the first two volumes of the 'Guide' "Teachers and trainers in vocational training" were completed.

The "Guide" consists of explanatory national studies clarifying the systems for vocational teacher education. The first volume covers 4 countries (Germany, Spain, France and the United Kingdom). The second volume covers 3 countries (Italy, Portugal and Ireland). Preparations have been made to include other countries.

To ease the transition and consolidate project activities, a steering group of 4 members from the Member States was set up.

In the second half of 1995 concerted efforts were made to produce a "Brief Guide" describing in a nutshell the vocational teacher education (or training of trainers) systems in all 15 Member States. This activity was launched at a planning seminar in Copenhagen in June and followed up by contributors' workshops in September in Thessaloniki. This part of the project was concluded at a joint seminar with INEM, the Spanish labour administration in November in Madrid (El Espinar). The "Brief Guide" and a conference report were prepared for publication.

Cooperation in research on vocational education and training

This topic was discussed during the year in a transversal manner as it has implications for all project areas. The discussion focussed on the need to specify the role of CEDEFOP in implementing the new European cooperation programmes (especially the Leonardo Programme). Discussion also examined the conclusions of the 1994 'cartography' project on research cooperation networks in the Member States and in the EFTA/EEA countries.

Competences in information technology

In October 1995 a comparative study was launched in three countries (France, Spain and Italy) with the objective of investigating how competences are affected by information technologies. The study will concern itself with two sectors of activity, telecommunications and administration which are considered a transversal area.

Two meetings have been held, the first in Madrid to launch the studies and the second in Thessaloniki to approve the final work schedule.

The results of the study will be available in April 1996. These results will consist of identifying the competences on which information technology exerts an influence for those carrying out related functional activities, proposed and agreed upon with opinion-makers in the two selected sectors.

Qualification deficits and integration of young people into working life

Based on the results of the CEDEFOP project concluded in 1994 "Determining the need for vocational guidance for various target groups of young people in the 12 Member States of the EU" and in connection with the Leonardo da Vinci and Employment Programmes, a project was launched to promote new forms of cooperation at local level in order subsequently - building upon this network - to develop "integrated" pilot projects linking training, counselling and employment aspects.

CEDEFOP selected 16 local/regional units in the Member States. The selection criteria were high unemployment level or young people at risk of becoming unemployed in addition to initial approaches to cooperation which form a basis for CEDEFOP's project work.

At an initial meeting with the contracted partners in June 1995, joint guidelines of the stud-

ies were formulated using a planning document (CEDEFOP Project 040195: The Social and Economic Integration of Young People: The Potential of Integrated Action Projects) to facilitate subsequent networking of these areas at European level.

The planning and organization levels of both steps (developing integrated models at local level and transnational cooperation models) were concluded and contracted by the end of 1995.

As an example of developing innovative pilot projects for disadvantaged young people, a project was included investigating the various forms of "training companies" in six Member States providing school drop-outs in disadvantaged regions with alternative vocational training.

Occupations undergoing change, new occupations and the improvement of occupational qualifications, occupations/functions in the environmental sector

CEDEFOP chose the environmental sector from those proposed in the 1995 Work Programme as in this sector improving qualifications and creating new jobs are important issues in view of the many problems to be solved (see in particular the White Paper" Growth, Competitiveness and Employment"). Eight study contracts were signed for this project, seven of which for case studies at national level (A, B, FR, I, E, DK, GR) and an additional study of the results of prior EU training programmes in the environmental sector. Based on a CEDEFOP framework plan, joint guidelines and focal areas were identified in October 1995 at the conference in Thessaloniki, paying attention to the very different trends in the Member States involved. The working plan which was amended and adopted by all participants is available in two languages (EN, FR).

Representatives of DG XI and the European Foundation in Dublin have stated their willingness to cooperate in this project and the work they have done and are currently doing will be taken into consideration in the overall plan.

Certificates and the labour market: a European comparison

This work which is currently being developed in CEDEFOP aims to identify a specific application from the various methods for cooperating while contributing to creating a joint venture of research staff already involved in the issue of the relationships between training and employment and who are anxious to create comparative studies in the area. CEDEFOP's work is an initial phase which should result in the formulation of a research project in order to contribute to the Fourth European Framework Programme.

The project investigates examples of the rise in the overall education training level among the working population which is a result of trends in initial training for the labour market. It analyses in particular the existence of certificates in occupations (professions) and competition and substitution phenomena in the two main means of acquiring competences, i.e. experience and

certification. It is based on a macro-statistical analysis of age and certificate structures in the occupations and on their evolution during the 1980s. It unites six countries (D, E, F, I, NL and UK).

The project commenced in the autumn of 1995 and should conclude in June 1996. In 1995 the work consisted of :

a) setting up the joint venture on the basis of existing contracts between the researchers, extending this to the Netherlands and examining a German partnership;
b) initiating a project and work through organizing two meetings, one in Barcelona in September, the other in Berlin in December;
c) monitoring work in close collaboration with the French team responsible for technical coordination of the statistical analysis.

Work organization and qualifications in the retail sector

This project aims to shed more light on the need for vocational qualifications in the European Union. The retail sector was chosen for this project because the Centre had already accumulated a considerable amount of knowledge on trends in this area.

Moreover, the choice of micro-enterprises (up to 10 employees) for our research activities complemented those of major European programmes concentrating on the retail sector, such as the Force programme. t was decided to examine qualifications through work organisation as they influence each other, and because it was a new approach for CEDEFOP. The project examined work organisation, i.e. the division of labour and how this had been affected by the modernisation of the firm, based on the hypothesis that modernisation regulates the assignment and chronological sequence of the different tasks allocated.

Micro-enterprises in the retail trade sector are currently undergoing considerable modernisation on account of the constantly changing environment (increasingly differentiated customer demands, competition of chains, quality maintenance, hygiene etc.).

These changes require new concepts for customer orientation, the presentation of goods, merchandise logistics and operational effectiveness.

The project analyses changes in work organization and qualifications related to the modernisation of micro-enterprises in the retail sector.

Twenty micro-enterprises in four countries (NL, P, GR, IRL) and various retail subsectors - both food and non-food - were examined, and case studies made with in-depth interviews with the entrepreneur, manager (and wherever possible) with employees. Informal interviews were also conducted with the latter.

The four national reports have been submitted and the synthesis report is being prepared. It will be available in English and German. Some interim findings are worthy of note: modernisa-

tion is an open development process (not necessarily expanding). A new customer orientation is a feature common to modernization in all enterprises.

A new generation of micro-entrepreneurs with solid experience and educational background has emerged to tackle successfully fierce competition. The role of the owners both as managers and workers is of paramount importance for the micro-enterprise and here a distinction should be made.

Consequently, owners require both core and connecting qualifications.

Employees in smaller companies believe they exert greater influence, although ultimate responsibility resides with the owner. Mixed profiles combining both technical and commercial capabilities are needed.

Here there is a need to reinforce the commercial aspects of the job profiles to overcome the traditional separation between the technical/vocational and the commercial fields. Cost awareness will become an increasingly important feature of employee training.

Employees also require information on the interrelationships between various tasks to understand how they are interrelated in the working environment.

The synthesis report will attempt to answer questions on how training can be provided for the modernization process. Do small enterprises need a quality management approach and, if so, how can this be transposed in micro-enterprise?

Analysis of vocational training systems

Guide

The analysis of vocational training systems is, for obvious reasons, a vast area. The Centre, therefore, had to be selective and needed to concentrate on aspects relating to renewal and promotion of vocational training. A common topic is the question of costs, funders and users of continuing vocational training. The 1995 Work Programme included general activities.

The project consists of two elements: a series of easily comprehensible "pen pictures" of the vocational training situation in the Member States and a compilation of core vocational training terms together with explanations of their usage at national level.

The work carried out in 1995 was mainly confined to re-editing the contributions from the different authors in order to adapt the variety of "pen pictures" to the general editorial profile. The following reports have been completed (German version):

- United Kingdom
- Denmark
- Portugal
- Belgium
- Ireland
- Netherlands

and translation into other languages was required. A draft version (FR language) of a "pen picture" of the vocational training system in Germany was also completed and translated into German.

The editorial work relating to the core of vocational training terms was fraught with difficulties. The initial idea of producing short and comprehensible articles using a more journalistic than scientific style could only be realized in a few cases. Most of the articles tended to be superficial or redundant and had to be rewritten in a more professional manner.

The tendering procedure for the graphic design reflected the relatively high costs for an attractive, easily comprehensible hard copy publication. To allow for more rapid and less costly updating of the publication and to use new forms of presentation, possibilities of using computer-based production and publication were examined.

Monographs

The aim of this activity was to provide reliable, up-to-date and easily accessible information on the VET systems to a potentially large target group consisting of policy-makers and practitioners at EU, national and regional level. In particular, consideration was given to disseminating information using electronic means. The work in 1995 focused on:

a) the publication of various language versions of the monographs on the "old" Member States prepared in 1993 and 1994. During the year, the number of published volumes increased from 23 to 43 while a further 8 were sent to the printers;

b) the signing of contracts for the preparation of monographs on Finland and Sweden. In addition, a document produced by the Austrian authorities in 1992 was prepared for publication in English and French;

c) contacts with Iceland and Norway concerning the possible preparation of monographs on these countries;

d) the formulation of a new guide to the approach to be used and the contents to be included in the preparation of the monographs on the "new" Member States and the EEA countries and for the up-dating and revision of the monographs on the "old" Member States;

e) the signing of a contract for the preparation and delivery of electronic infobases consisting of 24 language versions of the monographs on the Member States (original languages without Greek, plus translations into English of all of them). By the end of the year 10 versions (5 with diagrams) had been completed;

f) in co-operation with Eurydice the publication in two languages (EN and FR) by DG XXII of a revised and up-dated volume entitled "Structure of the education and initial training systems in the European Union" containing information on all fifteen

Member States and on Iceland and Norway. Discussion with Eurydice about further common products related to the education and training systems also took place.

Part of the work was not completed for a number of reasons:

The transfer of CEDEFOP to Thessaloniki which involved a slowing down of activities from July, particularly due to the non-transfer of personnel and the lack of the normal administrative infrastructure. The procedure for revising translations and for printing and proof-reading took longer than expected.

In Austria and Sweden, the nominations by national authorities of partners for this work were made very late in the year, while there was no final decision, during the year, on precisely which mechanisms would be used for financing the involvement of Iceland and Norway in CEDEFOP's activities.

The products were:

a) * Published monographs on

B	FR, IT, (NL)
DK	(DA), EN, (ES), FR
D	(DE), EL, EN, ES, FR, NL, PT
GR	(DE), EL, EN
E	(ES)
F	DA, (DE), (EN), (ES), (FR), (IT), (PT)
IRL	(EN), ES
I	DE, (IT)
L	EN, ES, (FR), PT
NL	DE, (EN), FR, (NL)
P	(PT)
UK	(DE), (EN), (ES), (IT), (PT)

Those in brackets were published in 1992 and 1993.

*Definitive translations available on

B	EN
GR	FR
IRL	DE, FR
I	EN
L	DE
P	EN, FR

b) Joint publication with Eurydice

"Structures of the education and initial training system in the European Union" in EN and FR, also available through the Internet on the Commission's server.

c) Experimental Infobase containing the following monographs:

B	FR, NL
D	DE
GR	DE, EN
E	EN
F	FR
IRL	EN
I	IT
UK	EN

d) Working document (EN, FR, DE) detailing the approach to be used for the preparation and dissemination of the information collected on the new Member States and the

EEA countries and the up-dating and revision of the information available on the 12 "old" Member States.

Life-long learning

Work in this area aimed to complete and publish a synthesis of the existing national reports entitled: "The coherence of compulsory education, initial and continuing training, adult education".

At the beginning of the year, a meeting in Brussels with the national rapporteurs and representatives of various areas of activity in the Commission provided the opportunity for the institute selected to make the synthesis, "Guildford Educational Services Ltd, GB- Guildford", to gather the required information and useful guidelines for restructuring the previous draft which was revised and submitted for examination.

To be published in the course of 1996 in English, the synthesis, using a large number of examples, provides an overview of:

a) the opportunities for vertical progression and horizonal mobility which are indicative of "internal coherence" of the training and education systems to provide everyone with continuity and chances of progression in generating and validating qualifications;

b) means of promoting alternance throughout working life between periods of training and working life insuring "external" coherence with the socio-economic systems.

Quality in vocational training

Over the past twenty years the pace of change in society has accelerated and the vocational training systems are increasingly expected to respond to changing demands.

Although the national systems differ greatly and are influenced by different socio-cultural, pedagogical and economic considerations, they have common features with regard to objectives, priorities and issues requiring consideration.

One such similarity is the quality aspect of the education and training services provided both by the public and private sectors and by enterprises.

This emergence and awareness relate to factors such as the increase in the age at which pupils leave vocational training, the trend towards higher accountability of schools, decentralization and flexibility to respond to changing needs at local and sectoral levels, the growth of continuing vocational training, and long-term unemployment. Since skills upgrading and retraining are constantly needed, CEDEFOP launched a pilot project on quality policy in European countries in 1995.

A report on quality policy in Belgium, Denmark, Germany, Greece, the Netherlands, Portugal and Spain has been published in English.

Since quality is a multi-dimensional and relative concept, the report presents the definitions within the legal and institutional framework and

the control systems in use. It also gives some examples of quality in secondary initial vocational training, continuing training, and in-service training in the public and private sectors.

A synthesis report on quality issues and trends which focuses on the national experiences and some other publications on vocational education and training are in preparation. The synthesis report begins with the different quality concepts of vocational training, the quality assurance and control systems at national and European levels and it concludes by presenting a model for analysing quality issues in training.

Quality was also one of the main themes during the conference on "Approaches to the Evaluation of European Training and Employment/ Human Resource Programmes" which was organized by the Centre jointly with College for Administration and Law (FHVR) Berlin and the OAED - Greece at the end of 1995.

The conference served as a forum for discussion between policy-makers, researchers and EU representatives on evaluation practices, quality evaluation, lessons to be drawn from past experiences and the need for a coherent approach at European level and within the research community.

A report on the key issues contained in the numerous speeches and discussions is currently in preparation in English and German.

European research directory

The Directory is designed to provide vocational training policy-makers and researchers with information on research activities in all the Member States and to offer an opportunity to disseminate information on their own activities on a broader scale. The scope of the Directory is to encourage co-operation in vocational training research between institutions and between Member States and it is hoped that it will become a central feature of a European research network.

1995 saw the publication of the first edition of the Directory, a pilot version which has been distributed (both in printed form and on diskette) to approx. 1,300 public and private organizations whose interest in research is related to vocational training development and implementation. It has also been distributed to research and documentation centres in the Member States and to the relevant bodies of the European Union. Approx. 300 complete sets remain in stock. Considering the number of requests for additional copies we have been received in the last few months, it is likely that these stocks will not be sufficient to satisfy demand.

The second half of 1995 concentrated on collecting, processing and updating the project sheets to be included in the second edition, to be published in January 1996. Work is being carried out currently on projects received from network members representing the new Member States (Austria, Finland and Sweden) and EEA countries (Iceland and Norway).

Given the positive response to the first edition of the Directory, the second will be produced in the same manner, i.e. both box and diskette forms will be retained. However, the simple database used for the first edition has been upgraded. A prototype including the majority of the data in the first edition is already available and was demonstrated to the network members during the annual meeting which took place in Brussels on 22 November 1995. This new electronic tool should prove to be a true documentation instrument. The new software uses Windows and allows different levels of search including combined searching and formalized indexation, thanks to its computerized maintenance. As soon as CEDEFOP is connected to Internet and the World Wide Web (WWW), there are plans to include the Directory on these information systems.

Documentation and Library Service

This service provides a permanent backup to the project managers and activities of the Centre and supplies information to CEDEFOP's main external target groups. Work focussed on request for information from the Commission, the European institutions and organisations, government bodies, social partners and training practitioners from the Member States. Attempts were made to deter students and individuals from contacting the service and to reroute such requests to the relevant address.

As most of the year was spent preparing for and carrying out the move to Thessaloniki, it was a period of major stocktaking and reorganisation. The book stock was weeded with the intention of making it a living rather than a historical collection. This was also motivated by space considerations and the expectation that, as soon as all the systems are in place, many requests for information arriving in Thessaloniki will be dealt with via telecommunications which requires information in formats other than books.

The network continued to provide the Centre with information on VET developments in the Member States. Contracts were signed with the three new Member States, Austria, Finland and Sweden, thus enlarging the network to include all 15 Member States.

One meeting of the network was held in Brussels, in November. In addition to representatives from the Commission and the 15 Member States, observers from Norway and Iceland also attended. The latter two countries wish to become formal members of the network in 1996, thereby exercising their entitlements in accordance with the agreements between the EU and the EEA.

A number of the service's functions continued to be carried out despite disruption during the summer/autumn period, when the documents were being packed, moved and unpacked in Thessaloniki. Entries for the bibliographical and institutional databases continued to be received from the network members, as was bibliographical information for the European Journal "Vocational Training" and contributions to the prototype number of CEDEFOP-Info. Likewise, CEDEFOP continued to furnish the network members and associated organisa-

BEST COPY AVAILABLE

tions with a monthly mailing containing a selection of the most important documents on VET at Community level, a calendar of relevant conferences and events and information on interesting developments in the field from other international organisations (in all 195 items were dispatched).

The comparative analysis of apprenticeship in the Members States, based on the national reports provided by the network members in 1994, was published.

Given that only three staff members from this service moved to Thessaloniki and that the service was closed to the public from 1 July to mid-September, output in 1995 was less than in previous years. In total approx. 500 requests for information were processed.

Community Study Visits' Programme

The Community Study Visits' Programme for specialists in vocational training, managed by CEDEFOP, entered its tenth year of existence in 1995. It continues to form part of the Leonardo da Vinci programme, strand III 3b.

This tenth year of activities commenced in Venice and reaffirmed the *Study Visit workshops* on specific topics to gain a deeper knowledge of the general topics.

On account of the transfer, the workshops planned for 1995 on career guidance for adults and on the quality of vocational trainingwill take place in the first half of 1996. In spite of the transfer, activities surrounding the "traditional" visits continued, although certain delays to the payment of grants were regrettable.

541 vocational training specialists (64.5% male, 35.4% female) received a grant. They were allocated to 56 groups. Visits took place in the 15 Member States of the Union between 24/04/95 and 11/12/95. For the first time, a visit was organized to each of the new Member States: Austria, Finland and Sweden.

Training for the National Liaison Officers (NLO) from the new Member States was organized in France (9-10-11 April). It took the form of a *Study visit workshop with an educational aim;* each part of this two-day programme, including the welcoming evening, contained a presentation, an evaluation and discussion on methods (preparation, organization, problems to be resolved).

The traditional major topics: initial vocational training and continuing training and new technologies were examined in a very general way by all the national coordinators. The majority of participants always prefer more general information on the system prevailing in the host country, although one third hope that discussion in greater depth would look at more specific issues. In 1996 more specific models will be set up to cater to this need.

34 visits used English, 17 French, 3 German, 1 Spanish, 1 Italian (accession of the Scandinavian countries to the programme accounts for the predominance of English). The *language issue* is a key to the quality of debate.

The participants reflect the social and occupational categories invited to take part in the programme: representatives from public administrations (34 %), social partners (21 %), trainers (23%), university staff/research staff (4.4 %), documentary staff (0.2 %) and others. There is a need to ensure better representation of social partners in future and to place one researcher/academic in each group to stimulate debate.

The main problem continues to be the large number of withdrawals (181), although considerable efforts have been made by CEDEFOP to locate and organize replacements (111). The categories showing the largest withdrawal ratios are the representatives of public administrations and of employees.

The annual meeting in February 1996 provided an opportunity to show the national liaison officers and the social partners that on the participants' selection depends their capacity to communicate, the level of debate, and ultimately the quality of the visits. It also depends on the national liaison officers, good preparation of the visits by the companies, bodies and administrations hosting the groups and on argument and content being presented which fire debate.

"PRIX CEDEFOP"

The Prix CEDEFOP carries a prize of ECU 10 000 for the winning television station(s). The prize can be awarded to one entry or divided among several entries. It is seen as a grant for television producers to undertake study visits to other countries, which should help strengthen the European dimension in their reports and prompt new productions. Europe's largest umbrella association in television, the European Broadcasting Union, has become formally affiliated to the project and awards within the framework of the competition an EBU special prize for the best televisual programme.

Operating on the principle that the award-winners' ceremony should be peripatetic and should preferably be organised in the Member State assuming the presidency of the European Union, contacts were made with Spanish authorities early in the summer in order to investigate possibilities. At an early stage CEDEFOP was informed that the regional government of Catalunya would be very interested in a possible co-operation and would be keen to organize the award ceremony in Barcelona. Following negotiations, the Generalitat de Catalunya has agreed to organize, together with CEDEFOP and with the participation of the European Broadcasting Union, the next award-winners' ceremony in Barcelona. Furthermore, beyond this short-term perspective, it has expressed a lively interest in taking over the EU Television Prize for programmes on vocational training, to run this on a permanent basis in Barcelona and to transform the project from an annual contest into a participatory permanent structure.

As the Prix CEDEFOP 95 schedule was delayed due to the Centre's transfer to Thessaloniki, the date of the ceremony had to be postponed to the beginning of 1996.

The operational activities involved were:

Planning and preparating the '95 contest:

- Editing and dispatching the application forms to about 450 broadcasting organizations in Europe;
- One Steering Committee meeting and two concertation meetings with the Generalitat de Catalunya concerning the technical preparation and the programming of the award ceremony;
- preparation of a contract (ECU 20,000) commissioning the Generalitat de Catalunya with the overall organisation of the award ceremony;

Preparation and editing (in conjunction with the German Bundesministerium für Bildung, Wissenschaft, Forschung und Technologie) of documentation (DE) on the Symposium "Television - a key to European vocational education and training", organised on the occasion of the Prix CEDEFOP' 94 award-winners' ceremony at Raesfeld Castle.

Publications Service

A specialized service within the Centre is responsible for production, publication and dissemination and sales of CEDEFOP products, which include the European Journal **"Vocational Training"** and **"CEDEFOP Info"**. The service should contribute to knowledge transfer in the Member States and should guarantee flexible dissemination of the Centre's work and coherence between recipient, product and distribution mechanisms.

The service cooperates closely with the project coordinators, the Editorial Committee of the European journal, the Directorate and the Office for Official Publications of the European Communities (EUR-OP) in Luxembourg. With the help of graphic artists and printers, it plans, coordinators, monitors and controls the entire technical process including administrative and financial management. It is also responsible for constant updating of the mailing lists of recipients of the Centre's publications. The service's work also includes representing CEDEFOP at international exhibitions and events in cooperation with t he European Commission and the CEDEFOP office in Brussels.

Periodical publications

- The European Journal "Vocational Training"

The European journal "Vocational Training" is published in nine languages and 10,000 copies are distributed three times a year throughout the countries of the European Union. It disseminates knowledge of major developments in vocational training in the different countries and contributes to national and Community debate on this through reflecting major political options, research and innovatory experiments at both European and national level. It addresses a broad public of protagonists at different levels in the decision making process and in the academic community; its content is lo-

cated at the interface between research and political issues. The journal has an editorial committee stemming from an academic background.

In 1995, three issues of the journal were published as planned:

N° 4/95 : The new Member States: Austria, Finland, Sweden

N° 5/95 : The production of competences in the company

N° 6/95 : Training and democracy, current aspects.

❑ CEDEFOP-Info

As of 1995 CEDEFOP Info replaced "CEDEFOP flash" and "CEDEFOP flash special".

Its modern form (format and layout) should stress its information and news character. The structured content according to topic should improve legibility.

On account of the transfer to Thessaloniki and the consequences this had on staff resources, only one (comprehensive) prototype issue was published in English, French and German.

This issue, which supplements the European Commission's DG XXII publication "The Magazine" reports briefly providing source references on:

- ❑ the results and activities of CEDEFOP;
- ❑ reports on documents and opinions from the EU Member States and the social partners;
- ❑ bi- and multi-lateral cooperation and contacts;
- ❑ important international conferences;
- ❑ new publications.

A print run of 25,000 copies was distributed free of charge.

The reaction from readers was positive and the publication will be continued.

❑ CEDEFOP presse

On the occasion of CEDEFOP assuming it activities in Thessaloniki a press conference was held on 7.12.1995. Information was distributed to journalists present.

Non-periodical publications

These publications relate closely to CEDEFOP's research work and, for the most part, publish the results of this work.

❑ In the **CEDEFOP panorama** series national studies and a number of documents were published which were the product of project-related activities, such as colloquies, conferences, etc.

CEDEFOP panorama is distributed free of charge. It is produced when the need arises, thus ensuring that it is flexible and that the documents are published quickly and at low cost. This also avoids storage problems.

❑ The **CEDEFOP documents** contain largely comprehensive reports on CEDEFOP projects.

The documents are usually published in several official languages and are distributed via the Office of Official Publications of the European Communities or via the official sales offices of the European Communities.

❑ **Information brochures, handbooks, catalogues and directories**

A certain number of CEDEFOP publications contain basic information, for example annual reports, publication catalogues, the monographs on the vocational training systems, the sectoral studies as part of the FORCE Programme.

These publications target a larger circle of readers and are more expensive to produce.

❑ **Activities to promote sales**

CEDEFOP uses inexpensive means to promote the sale of its publications. Fliers and advertisements in CEDEFOP publications and in the sales catalogues of the Office for Official Publications of the European Communities (EUR-OP) in Luxembourg, the despatch of publication lists to the addresses on the CEDEFOP and EUR-OP mailing lists, advertisements of the Official Journal of the European Communities and the inclusion of information in national and international databases, directories, guides, etc.

As in previous years, CEDEFOP participated in cooperation with other European institutions, in particular EUR-OP in Luxembourg and the Info-network members and in various exhibitions which are part of international book fairs, trade fairs and conferences on the topic of vocational training.

Information brochures, publication lists, posters and selected publications were made available on request to the organizers of regional and national events relating to vocational training.

Mailing lists

These lists currently contain 27.000 addresses. They are managed and updated by CEDEFOP data processing system. In carrying out publicity campaigns there is a regular exchange of data with EUR-OP. The data can also be accessed by other European Community institutions subject to current data protection provisions. The mailing lists can be queries by occupation/task, area of interest or type of organization.

Stocks

On account of the transfer to Thessaloniki and to a provisional building with limited storage capacities, the stock of CEDEFOP publications had to be reduced and limited to publications of the last five years.

On this account, a special campaign was organized in the Spring of 1995, whereby the available old stock was offered to CEDEFOP customers and distributed free of charge in the order in which requests were received.

Other Services

Terminology

The work on the terminology of vocational training is not a task explicitly laid down in the Regulation governing the establishment of the Centre. It is necessary, however, because of the language provisions applicable to the Centre. Terminology work has always been carried out at CEDEFOP within the framework of one of the Centre's projects.

The comprehensive nine-language glossary "Terminology of Vocational Training" was completed in 1994. It is the product of an initiative on inter-institutional co-operation launched within the framework of GIIT under the stewardship of CEDEFOP. The glossary is based on the terminology data contained in a series of descriptions of national vocational training systems published by the Centre. The data was compiled in a draft glossary which was subsequently submitted for scrutiny to vocational training experts in the Member States.

The first glossary, which covers 300 terms, was not published in the spring of 1995 as promised. The Centre will publish the text as soon as possible and will continue its activities in the terminology field.

Translation service

The translation service carries out the translation and revision work required by the activities and projects laid down in the Centre's Work Programme. In addition to translating documents, the translators manage a network of freelance translators. In this connection they are responsible for revising all translations translated externally and ensuring that these are consistent in their use of terminology. An increasing proportion of their revision and reediting work concerns texts written in their language by non-native speakers.

CEDEFOP's free-lance translator network stretches throughout Europe, so the change of location has made little difference to the effective functioning of the Service. Once the installation of telecommunication and information technology for the Service has been completed, distance will become unimportant. During the course of the year, the Service has been examining software suited to a translation environment and which could render the translation process more efficient.

Regarding language policy, a decision was taken towards the end of the year to put greater emphasis on the "smaller languages". There has been considerable interest particularly from the Greek side in receiving more material in Greek, and this need was echoed in other Member States. A number of recent CEDEFOP publications are now being translated into additional languages, including Greek, to meet this demand.

Not all CEDEFOP translators were in a position to make the transfer to Greece. Since September, five of the nine translators have been working in Thessaloniki, four have been operating on a "teleworking" basis.

Posts for a Swedish and a Finnish translator have been approved, and recruitment for these parts is intended in 1996.

Interpreting and conference service

The interpreting service was responsible for providing the Centre with the necessary professional interpreters. In accordance with an agreement with the Joint Interpreting and Conference Service of the European Communities (JCIS), the Centre engages interpreters retained by JCIS for work at CEDEFOP under the conditions of an agreement concluded between the Community institutions and the International Association of Conference Interpreters (AIIC). At the time of the move to Thessaloniki, the Centre was integrated in the JCIS system and stopped engaging interpreters on its own.

A total of 133 meetings were organized in 1995 (1994: 218), amounting to a total of 182 meeting days. Of these, 56 were meetings organized by the Centre outside Berlin and Thessaloniki. Only a very small number of meetings were convened by external agencies but held in the Centre's conference rooms.

Liaison Office in Brussels

CEDEFOP has maintained a liaison office in Brussels since July 1991. In view of the increased distance from Brussels, the Management Board decided to expand the Bureau adding two members of staff.

In 1995, the reference library, which is used by numerous persons and external visitors, was improved on an on-going basis with the addition of new publications reporting on the activities of the Centre. As in previous years, the services in Brussels were systematically informed of the work of the Centre.

Numerous enquiries from the services of the Commission were handled either in Brussels or through the members of the Centre's documentary information network. The liaison office also received a number of groups of visitors to CEDEFOP.

Through stand-sharing arrangements with EU institutions, CEDEFOP was represented at the exhibitions:

- Salon de l'Etudiant (8 to 11 February 1995)
- Congrès de la Confédération Européenne des Syndicats (9 to 12 May 1995)
- European Employment Week (7 to 9 November 1995)

in Brussels.

The premises, which the liaison office shares with the European Foundation for the Improvement of Working and Living Conditions, were also used by CEDEFOP for internal meetings with the services of the Commission, for meetings of partner organizations, and for receiving visitors. The construction of a larger meeting room was started and will be finished early 1996. The offices are located at:

20, avenue d'Auderghem
B - 1040 Brussels
Tel./Fax: 32-2-230.58.24.

Staff issues

Amendment to the staff regulations

Until 1 March 1995, pursuant to the staff regulations in force, CEDEFOP staff were employed as temporary agents on indefinite contracts.

As of 1 March 1995, the rules and regulations applicable to officials and other servants of the European Communities was applied to CEDEFOP staff (with the exception of the Directorate and new staff).

The staff in employment at that time were made officials of the European Communities. The Management Board of CEDEFOP granted them the status of Community officials, established as Community officials of CEDEFOP, having succeeded in a competition on the basis of qualifications (organized prior to the move by the CEDEFOP Directorate), followed by a probationary period. D and C staff became established officials on 1.10.1995 and B and A staff on 1.1.1996.

Opportunities for secondment and measures having similar effects

The CEDEFOP Management Board authorized the Director to take steps vis-à-vis national, international and Community bodies and services to ensure secondment or measures having similar effects for staff of the Centre proving they were not in a position to relocate to Thessaloniki. In line with the Framework Agreement, staff not in a position to leave Berlin chose to receive payment from the Centre in Berlin for a period of not less than six months and corresponding to one month per year or part of year of service at the Centre.

Opportunities for mobility

There are plans to apply the provisions governing mobility for officials of the European Communities to CEDEFOP staff, to permit them to apply for mobility to other Community institutions or other decentralized agencies. This formally presupposes an amendment to Article 1 of the Staff Regulations of Officials of the European Communities, but the heads of administration of the institutions have granted the opportunity of mobility by means of pragmatic measures.

Conclusions

Pursuant to the provisions in force, a Framework Agreement was concluded between the Directorate and CEDEFOP staff concerning "Social measures in connection with the transfer of CEDEFOP to Thessaloniki". These were approved by the CEDEFOP Management Board on 27 January 1995. Early retirement measures for 17 members of staff (aged over 55 and having 10 years' of service, aged over 50 and having 15 years' of service) did not form part of the Framework Agreement, but is anticipated.

Human and Financial Resources

The following figures for the period 1991-1995 illustrate the development of CEDEFOP's activities:

Staff

No. of staff posts provided for in the budget	1991	1992	1993	1994	1995
	71	71	76	67	79

No. of staff occupying posts in December 1995 by category	A	B	C	D	Total
	35	15	26	3	79

Budget appropriations

	1991	1992	1993	1994	1995
Total in ECU	10 390 000	10 838 000	11 922 000	11 100 000	16 500 000
Increase in %	15.60	4.31	10.00	-6.89	48.65

Total expenditure

Year	Total in ECU	Increase in %
1991	10 003 944.23	16.04
1992	10 623 587.86	6.19
1993	11 394 033.54	7.25
1994	10 534 080.62	-7.55
1995	14 775 018.56	40.26

Percentage breakdown of 1995 expenditure

Sector	Expenditure in %
A. Directorate	7.22
B. Administration	10.74
C. Interpreting and translation	23.20
D. Information, documentation and publications	19.60
E. Projects, research work, studies	39.24
	100.00

Operational expenditure

	1991	1992	1993	1994	1995
Utilization rate for appropriations to the chapter "operating expenditure" in %	93.60	98.40	94.07	97.16	92.29

Annexes

1. Extract from the Council Regulation establishing CEDEFOP

Official Journal
of the
European Communities

Volume 18 No L 39
13 February 1975
English Edition

Legislation

Contents

I *Acts whose publication is obligatory*

✦ **Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training**

Article 2

1. The aim of the centre shall be to assist the Commission in encouraging, at Community level, the promotion and development of vocational training and of in-service training.

To that end, within the framework of the guidelines laid down by the Community, it shall contribute, through its scientific and technical activities, to the implementation of a common vocational training policy.

It shall, in particular, encourage the exchange of information and the comparison of experience.

2. The main tasks of the centre shall be:

- to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure;
- to contribute to the development and coordination of research in the above fields;
- to disseminate all useful documentation and information;
- to encourage and support any initiative likely to facilitate a concerted approach to vocational training problems. The centre's activity in this respect shall deal in particular with the problem of the approximation of standards of vocational training with a view to the mutual recognition of certificates and other documents attesting completion of vocational training;
- to provide a forum for all those concerned.

3. In its activities the Centre shall take into account the links which exist between vocational training and the other branches of education.

2. List of members of the Management Board*

Government representatives:

Belgium	Mr. Alphonse Verlinden
Denmark	Ms. Mette Beyer Paulsen
Germany	Mr. Ulrich Haase
Greece	Mr. Rovertos Spyropoulos
Spain	Mr. Alberto Elordi Dentici
France	Mr. Jean Courdouan
Ireland	Mr. Martin Lynch
Italy	Mr. Mario Alberigo
Luxembourg	Mr. Jean Tagliaferri
The Netherlands	Mr. Peter van den Dool
Austria	Mr. Wolfgang Slawik
Portugal	Mr. Artur Pereira da Mota
Finland	Mr. Reijo Aholainen
Sweden	Ms. Sonja Hjort
United Kingdom	Mr. John K. Fuller

Representatives of employees' organizations:

Belgium	Ms. Anne-Françoise Theunissen
Denmark	Mr. Andy Andresen
Germany	Mr. Oliver Lübke
Greece	Mr. Georgios Dassis
Spain	Mr. José Garcia Perez
France	Ms. Marie-Odile Paulet
Ireland	Mr. Kevin Duffy
Italy	Mr. Emidio Pichelan
Luxembourg	Mr. Mario Castegnaro
The Netherlands	Mr. Kees van der Knaap
Austria	Mr. Gerhard Prager
Portugal	Mr. João Antonio Gomes Proença
Finland	Mr. Jari-Pekka Jyrkänne
Sweden	Mr. Valter Carlsson
United Kingdom	Mr. Leif Mills

*As of 31 December 1995

Representatives of employers' organizations:

Belgium	Mr. Alfons de Vadder
Denmark	Mr. Finn Pedersen
Germany	Mr. Helmut Brumhard
Greece	Mr. Evangelos Boumis
Spain	Mr. Eloy Parra Abad
France	Mr. Daniel van Elslande
Ireland	Ms. Christine Whyte
Italy	Mr. Vincenzo Romano
Luxembourg	Mr. Eugène Muller
The Netherlands	Mr. Jan Boersma
Austria	Mr. Klaus Schedler
Portugal	Mr. Manuel Ferreira Caetano
Finland	Mr. Manu Altonen
Sweden	Mr. Gert Assermark
United Kingdom	Mr. Roy Harrison

Representatives of the European Commission:

Mr. Tom O'Dwyer, Director-General
Mr. Achilleas Mitsos, Director
Mr. Ricardo Charters d'Azevedo, Head of Unit
Directorate-General XXII - Education, Training and Youth

Observers

Mr. Andrew Moore
Union of Industries of the European Community (UNICE)

Ms. Maria Helena André
European Trade Union Confederation (CES)

Mr. Lars Ulsnes
Spokesperson for EFTA/EEA countries

3. List of staff

As of 31 December 1995, the Centre had a staff of 72.

33 in category A (8 of which LA)	(7 of which temporary)
15 in category B	(1 of which temporary)
21 in category C	(4 of which temporary)
3 in category D	
and 1 seconded national expert	

The Centre also concluded 4 contracts for services (informatics, maintenance, security, cleaning services) and recruited locally six typists on a temporary basis

Vacant posts

2 category A
1 category LA
5 category C

4. List of CEDEFOP publications which appeared 1995

No.	Title	Language version(s)
	Vocational training systems/Systems Analysis	
1	Le système de formation professionnelle en Belgique	FR, IT
2	Structures of the education and initial training systems in the European Union European Commission	EN, FR
3	Vocational education and training in the Federal Republic of Germany	EL, EN, ES, FR, NL, PT
4	Das Berufsbildungssystem in Italien	DE
5	Vocational education and training in Greece	EL, EN
6	Erhvervsuddannelsessystemet i Frankrig	DA
7	Vocational education and training in Luxembourg	EN, ES, PT
8	El sistema de formación profesional en Irlanda	ES
9	Vocational education and training in Denmark	EN, FR
10	Das Berufsbildungssystem in den Niederlanden	DE, FR
	Panorama	
11	The coherence of compulsory education, initial and continuing training and adult education in countries of the European Economic Area	EN
12	Continuum entre l'enseignement obligatoire, la formation initiale et continue, l'éducation des adultes en France	FR
13	Coherence between compulsory education, initial and continuing training and adult education in Norway	EN
14	Coherence between compulsory education, initial and continuing training and adult education in Sweden	EN

No.	Title	Language version(s)
	Continuing education and training	
15	FORCE: Training in the retail trade in Denmark	EN
16	FORCE: Training in the motor vehicle repair and sales sector in Ireland	EN
17	FORCE: Training in the motor vehicle repair and sales sector in Denmark	EN
18	FORCE: Training in the motor vehicle repair and sales sector European report	DE, EN, ES, FR, IT, NL, PT
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